



Office of the City Clerk

Weekly Report – for Week Ending September 25, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Elections:

Staff continues to work on after action items and is utilizing the budgeting process to further identify operational improvements for the next municipal elections.

In-House Elections:

The Division received \$20,717.47 as payment for the administration of the Board of Deferred Compensation election held on May 22, 2015.

National Voter Registration Day

September 22 was National Voter Registration Day and Council issued a Resolution in its support. Staff used that opportunity to partner with the Department of Neighborhood Empowerment, Los Angeles County, and the Los Angeles Community College District to provide classroom presentations on civic engagement through voting and Neighborhood Council involvement. Staff provided:

- 53 daytime presentations at nine different community colleges
- 3 evening presentations
- 3 tabling events

Over 500 people were registered to vote.

2016 Neighborhood Council (NC) Elections

The progress on the development of Ballot Voting Models (BVMs) is as follows:

Number of BVMs Approved	86	98.85%
Number of WAM Updates by Systems	78	89.66%
Number of BVMs on Hold	1	1.15%
Number of WAM Approvals	65	74.71%

Staff continued work on the Neighborhood Council Candidate Processing web application. The Beta version is now available online for testing. Security and Administration modules are completed. The application will be finalized by early November. Staff continues to have weekly meetings with EmpowerLA and EveryOne Counts.

Council and Public Services

Number of Ordinances Posted/Published	8
Number of Notices/Publications	36
Number of Contracts Attested	114
Number of Council Files Created	108
Number of Claims Received	130

TOP ITEMS

- *Council in Recess until Oct. 6*
- *2016 Neighborhood Council Election Preparations Continue*
- *Staff Registered over 500 people on National Voter Registration Day*



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Number of Referrals	69
Number of Council Meetings	2
Number of Committee Meetings	6

Neighborhood and Business Improvement Districts:

On September 22, 2015, the Council adopted the Ordinance of Establishment for the Chatsworth Business Improvement District for June 1, 2015 through May 30, 2016.

Staff continued the Process Improvement and Innovation mapping of NBID activities and also completed the 2016 Annual Planning Report templates for the property-based business improvement districts.

Staff worked with the City Attorney's Office and the LA BID Consortium to establish a training session for the businesses within BIDs on the new Minimum Wage Ordinance.

Business Improvement Districts Map - The BIDS web page interactive map has been re-written to resolve the link issue from using the Google tools. Staff developed the shapefile to replace the Google map tool. The new BIDS interactive map will be available online to the public by early October.

Archives Projects - The project between the City Archives and El Pueblo to harvest and make wine from the Vina Madre grapevines at the Avila Adobe was covered by the Los Angeles Times. <http://www.latimes.com/food/drinks/la-fo-0919-pueblo-20150919-story.html>

Historical Archives Research - The City Attorney's Office researched council files pertaining to the 1984 Olympic Games and used the council minutes to research street maintenance agreements from the 1920s.

LAPL researched the City's art inventory for information on the murals in LAPL by artist Dean Cornewell.

Council File Scanning - The City Clerk entered into an agreement with Goodwill of Southern California to image the 2004 council files and add them to City Clerk Connect.

Fiscal - Staff reconciled and replenished the petty cash account; attended a City Clerk budget pre-meeting with the CAO and Mayor staff; addressed various travel requests from the Council Offices; provided information on the translation services contract to the CAO; continued working on the year-end trust fund reports; coordinated with BCA on a local business certification.

AB1290/Council - Staff received 1 new allocation request; has 8 contracts in progress; processed 1 invoice for payment; executed 3 contracts; has 9 close-out contracts in progress; and closed out 1 contract.

General City Purposes - Staff received 45 allocation requests; submitted 13 invoices to Accounting for payment; drafted 3 contracts; and commenced work on the FY 15-16 Annual GCP Report.

Personnel – Staff held 6 new employee orientations; coordinated with CLA and GSD Badging Unit to update and streamline badging procedures; provided updated salary reports for several Council Offices; and addressed several employee related matters.

ISSUES

None.

UPCOMING . . .

Council is in recess September 23 through October 2.